

State of Maine

Community Development Block Grant Program

2004 Housing Assistance Grant Program

Application Package



Office of Community Development
111 Sewall Street
59 State House Station
Augusta, Maine 04333-0059
(207) 624-7484 (Voice) (207) 287-2656 (TTY)
www.meocd.org



Housing Rehabilitation Category

**Please read important program
notice on inside of front cover.**

IMPORTANT NOTICE

Please read carefully!

1. **Special Program Requirement for Housing Rehabilitation Applications:**

Beginning with the 2004 CDBG program, applications for housing rehabilitation will only be accepted every other year. After selection of the successful 2004 housing rehabilitation applicants, the remainder of the applicants that meet or exceed the minimum 80 point total will be placed in rank order and starting with the highest, OCD will designate those applicants who will be 2005 housing rehabilitation recipients. The number of applicants designated and final approval will be contingent upon the expected 2005 CDBG allotment from HUD and submission by the selected applicants of a letter of intent and public hearing documentation in 2005. **Successful applicants for housing rehabilitation funding will be prohibited from submission of another housing rehabilitation application for 3 program years.** Applications for Innovative Housing will continue to be accepted on an annual basis.



Housing Rehabilitation Category

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Housing Rehabilitation Category



Application Timetable & Requirements

The timeframe for the Application Process is as follows:

Applications Due – **NO LATER THAN 4:00 P.M., FRIDAY, FEBRUARY 6, 2004.**
Late submissions will not be accepted and will be returned unopened
FAXED COPIES WILL NOT BE ACCEPTED.

Project Development Phase Invitations Announced – **MARCH 9, 2004**

Applications must be received at the:

**OFFICE OF COMMUNITY DEVELOPMENT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
59 STATE HOUSE STATION
111 SEWALL STREET
AUGUSTA, MAINE 04333-0059
FOR FURTHER INFORMATION: (207) 624-7484 TTY: (207) 287-2656**

SUBMISSION REQUIREMENTS

ONE ORIGINAL containing the Application, Signed Cover Sheet with Certifications, Matching Funds Table with attached Letters of Commitment and Public Hearing Record.
(Housing Assessment Plan is optional - 5 point bonus)

SIX COPIES containing everything required above except the Signed Cover Sheet with Certifications.

MARGIN AND TYPE SIZE for all Applications must contain margins consistent with those in this Application document and be typed using a minimum size 12 Arial font on 8 1/2 x 11 inch paper.

MAXIMUM LENGTH OF APPLICATIONS Applications are limited to **six pages** to provide the responses required in Section II (C), not counting required attachments.

NON-CONFORMING APPLICATIONS WILL NOT BE SCORED

This Application Package is available electronically at:
www.meocd.org

Housing Rehabilitation Category

Application Checklist



A complete application consists of:

- ☐ a signed cover sheet,
- ☐ a public hearing record consisting of the published hearing notice, hearing minutes and attendance list,
- ☐ matching funds table with attached letters of commitment,
- ☐ responses to information requested in Section II C, and
- ☐ OPTIONAL! - Completed Housing Assessment Plan. (5 point bonus)

Incomplete applications will not be reviewed.

SECTION I - HOUSING ASSISTANCE GRANT APPLICATION OVERVIEW

Housing Rehabilitation Category

A. Introduction

The Housing Assistance (HA) Program Housing Rehabilitation Category (HRC) provides funding to address rehabilitation related housing needs of Low and Moderate Income (LMI) persons.

B. Application Process

The selection process for the HRC consists of two phases, an application phase and a Project Development Phase.

1. Competitive Application

The application must provide a description of the housing issues to be addressed with HRC funds, the proposed solutions, participation by community residents and groups in the development of the application and the resources committed to the project.

Review of applications will begin following the application deadline of February 6, 2004. Each application will be rated on its own merit and in relation to all other HRC applications. After the review process is completed, successful communities will be invited into the project development phase.

2. Housing Assessment Planning Priority: All communities applying for 2004 Housing Assistance funds who have completed a comprehensive housing assessment study within the past five years which meets OCD requirements will receive a bonus score of 5 points. New plans submitted with applications will be reviewed for content and consistency with OCD requirements prior to scoring. Housing Assessment Plans deemed incomplete or non-comprehensive will receive no bonus point total. Communities with plans older than five years will be permitted to demonstrate that their plan is either under active implementation and is still valid or has been updated within the past five years. **It is no longer mandatory to submit a Housing Assessment Plan.**

3. Project Development

An invitation into the Project Development Phase reserves funds for the project. Final funding is contingent upon the Office of Community Development's (OCD) receipt of funds from HUD, successful completion of the Project Development Phase criteria and the grant award amount to be determined by the OCD. All aspects of the Project Development Phase must be completed prior to the execution of a contract with OCD and include:

- 1) project eligibility and verification of benefit;
- 2) environmental review;
- 3) cost analysis and justification;
- 4) management plan development; and
- 5) specific state and federal requirements.

The emphasis during the Project Development Phase is on development of the best project to meet the community's needs through a local/regional/state partnership. A

Development Program Manager will be assigned to work with each community to assist in the finalization of their project. **Applicants have six months to complete the project development phase process or notice of award may be rescinded.** Planning grants may be available to assist communities with costs associated with completing the project development phase.

4. Project Implementation

Following contract execution, the community will be awarded HRC funds and will begin to implement the project. The Development Program Manager will remain involved with the community throughout project implementation providing technical assistance and to monitor for compliance with federal and state regulations.

C. Applicant Prohibitions

Units of general local government and unorganized territories may not benefit from or apply for more than one HA per grant year. Those that benefited from a 2003 HA award may not apply for a 2004 HA grant. This does not apply to communities making application for sponsorship of the Home Repair Network Program. **Eligible units of general local government as defined above may apply for CDBG assistance on behalf of the five Maine Indian Tribes. Maine Indian Tribes are not themselves eligible applicants.**

D. Multi-Jurisdictional Applications

A multi-jurisdictional application is one submitted from two or more communities joining together to create a single Housing Assistance program to meet the housing needs of LMI households in the respective communities.

E. Public Hearing Requirements

Each applicant is required to hold a duly authorized public hearing during the Application process with a minimum of 10 days prior notice. The hearing must be advertised in local newspapers and posted according to local requirements. **Applicants must attach a copy of the published hearing notice, attested copy of the minutes and attendance list to the original and all six copies of the Application.**

SECTION II - HOUSING ASSISTANCE GRANT APPLICATION INSTRUCTIONS AND REVIEW CRITERIA Housing Rehabilitation Category

Introduction

The application asks communities to provide a description of their critical and most important housing rehabilitation problems, proposed solutions, local participation that led to determining the problems and solutions, and the commitment of local and other resources to assist in implementing the proposed solution. **The maximum HRC grant amount is \$400,000.**

Fundable activities in the HRC are rehabilitation of occupied or vacant single family or multi-family housing units, same-site housing replacement and Relocation Assistance.

A. Cover Sheet

Please complete the cover sheet at the back of this application and attach to your application. **The Chief Executive Officer must sign the Cover Sheet.** The Cover Sheet consists of three sections:

1. Applicant Identification

Community's name, address, Chief Executive Officer (CEO), contact person, phone numbers and e-mail address.

2. State Certifications

List of state certifications that applicants agree to follow if they are awarded Housing Assistance Program funds.

3. Federal Certifications for Local Governments

List of federal certifications that communities agree to follow if they are awarded Housing Assistance Program funds.

For multi-jurisdictional applications, one unit of general local government must be identified as the lead applicant. Signatures of the Chief Executive Officer of each participating unit of general local government, or County Commissioner on behalf of participating unorganized territories, signifies approval for the lead applicant to apply on their behalf.

B. Review Process

The review process will consist of an evaluation in accordance with criteria set forth in Section 1 (H) (4) of the 2004 Program Statement. Each application will be rated in relation to all others. **A minimum of 80 points** from the Impact, Development of Strategy, Project Leverage, and Citizen Participation sections will be required for an application to be considered for funding. Applicants have a **maximum total of six pages** to provide responses in each of the following areas:

- (a) Impact (30 points): A description of the number and type of units to be rehabilitated, description of target area, how units were identified, results of inspections, past local rehabilitation efforts, and the impact of the present conditions on the community and/or region as it relates to LMI persons.

(b) Development of Strategy (30 points): A description of the plan proposed to implement a housing rehabilitation program, how emphasis will be placed on community based approach, collaborative efforts to be utilized, and a summary of technical measures to be undertaken on units including energy conservation, correction of code violations, structural improvements, removal of hazardous materials, mechanical systems improvements, etc. Include a proposed budget and describe how funds will be used.

(c) Project Leverage (20 points): A description of other resources (local, state, federal, private) that will be contributed to the project and the current funding status.

(d) Citizen Participation (20 points): A description of how citizens, community groups, and project beneficiaries were involved in this application and how involvement will continue during implementation. A detailed use of any media (newspapers, radio, TV, etc) the community will use to further public awareness.

**This Application Package is available electronically at:
www.meocd.org**

**Community Development Block Grant Program Application
Matching Funds Table**

Source of Funds (example – Town, CAP, MSHA, DEP)	Amount	Projected Date of Use

Total Commitment:

Attach a letter of commitment for each funding source listed. Commitments listed on the table that have no related documentation will not be considered.

DO NOT include in-kind or non-cash commitments on this table. Please describe those in the Commitment Narrative section.

**SUBMIT A COPY OF THIS TABLE WITH THE ORIGINAL AND ALL
SIX COPIES OF THE APPLICATION.**

SECTION III – HOUSING ASSISTANCE GRANT COVER SHEET

Housing Rehabilitation Category

A. Applicant Identification

Applicant _____
Street/P.O. Box _____
Town/City _____
Zip Code _____
Name of Chief Executive Officer _____
Phone Number of Chief Executive Officer _____
Contact Person _____
Phone Number of Contact Person _____

B. The Applicant Certifies That:

1. State Certifications

- a. To the best of my knowledge and belief, the information in this Phase I application is true and correct;
- b. the document has been duly endorsed by the governing body of the applicant;
- c. a local match that directly relates to the proposed activity and is the equivalent of 10 percent of the grant award will be provided if the applicant is invited to proceed;
- d. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- e. it will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- f. it will comply with all applicable State laws and regulations.

2. Federal Certifications

- a. it will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. it will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:
 - (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or

(ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.

c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;

d. it will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine Small Cities CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;

e. it will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;

f. it will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and

g. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

Signature of Single Applicant or Lead Applicant of a Multi-Jurisdictional Application

Signature and Title of Chief Executive Officer

Unit of General Local Government

Date

Signature of Each Participating Applicant in a Multi-Jurisdictional Application

Signature and Title of Chief Executive Officer	Unit of General Local Government	Date
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Signature and Title of Chief Executive Officer	Unit of General Local Government	Date
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Signature and Title of Chief Executive Officer	Unit of General Local Government	Date
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Signature and Title of Chief Executive Officer	Unit of General Local Government	Date
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**THIS MATERIAL IS AVAILABLE IN ALTERNATIVE FORMAT
UPON REQUEST**

CONTACT

**ORMAN WHITCOMB, DIRECTOR
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111 SEWALL STREET
59 STATE HOUSE STATION
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